

Michigan District of Circle K International Fall Rally District Board Meeting

Sunday, October 23, 2011
YMCA Storer Camps, Jackson, MI
12:30pm

- I. Call to Order **12:45pm EST**
- II. Role Call
 - A. Governor Tyler Johnson – **Present**
 - B. Secretary Cindy Chau – **Present**
 - C. Treasurer Charles Corcoran – **Present**
 - D. Bulletin Editor Muffy Lavens – **Present**
 - E. Club Building Chair Swati Bajpayee – **Absent**
 - F. Kiwanis Family Relations Chair Alex Novo – **Present**
 - G. Service Chair Saira Khan – **Absent**
 - H. Technology Chair Jonathan Pevarnek – **Present**
 - I. District Convention Chair Mark Fairbrother – **Absent**
 - J. Adrian College Representative – **Present, Cameron McDaniel**
 - K. Albion College Representative – **Absent**
 - L. Baker College Cadillac Representative – **Absent**
 - M. Central Michigan University Representative – **Present, Sarah Naples**
 - N. Davenport University Representative – **Absent**
 - O. Eastern Michigan University Representative – **Present, Emily VanWormer**
 - P. Ferris State University Representative – **Absent**
 - Q. Grand Valley State University Representative – **Present, Shelby Fazio**
 - R. Hillsdale College Representative – **Absent**
 - S. Michigan State University Representative – **Absent**
 - T. Northwood University Representative – **Present, Adam Matzke**
 - U. Oakland University Representative – **Absent**
 - V. University of Michigan Representative – **Present, Megan Pratt**
 - W. Wayne State University Representative – **Present, Nita Valikodath**
 - X. Administrator Tifanie Dallen – **Present**

- Y. Assistant Administrator Lori Stillwell – Absent
- Z. East Regional Advisor David Knapp – Absent
- Special Guest – Subregion C Rep Daniel Tsang from Loyola

Number of voting members present: 11

Number of voting members absent: 4 (Below charter-strength: Albion, Baker, Davenport)

Total present: 15

III. Board Meeting Reminders 12:47pm

- A. Voting – all club reps can vote but not chairs
- B. Quorum – have quorum today
- C. Parliamentary procedure

IV. Approval of Summer Board Meeting Minutes 12:48pm EST

- I entertain a motion to approve the Summer Board Meeting minutes. – Tyler Johnson, District Governor
 - So moved – Muffy Lavens, District Bulletin Editor
 - Second – Adam Matzke, Northwood University
 - Motion Passed

V. Approval of Agenda 12:49pm

- Make change to the agenda and remove the Service Partner presentation because the District Service Committee Chair, Saira Khan, is not present.
- I entertain a motion to approve today's agenda. – Tyler Johnson, District Governor
 - So Moved – Adam Matzke, Northwood University
 - Second – Cameron McDaniel, Adrian College
 - Motion Passed

VI. Updates 12:50pm

- A. Subregion representative Daniel Tsang
 - See I-Rep Report
 - Additional:
 - Cleverly left business cards in everyone's Fall Rally mailboxes
 - Kiwanis Family Month – November
 - Branching to K-Family – various ways to interact
- B. Club representatives
 - Adrian College
 - See Updates Sheet

- Additional:
 - March of Dimes Formal 11/11/11 - \$5 for Circle K members
- **Central Michigan University**
 - See Updates Sheet
 - Additional:
 - Currently at 41 members
 - Spaghetti Dinner proceeds will go to DCON and service projects
- **Eastern Michigan University**
 - See Updates Sheet
 - Additional:
 - New Member Mentorship Incentive
 - Paired up so that returning member mentors a new member - participants receive \$10 off of dues
- **Grand Valley State University**
 - Collecting Dues
 - About 15 members
 - Recruitment is biggest focus
 - Christmas in a Shoebox
 - Saturday, December 3, 2011
- **Michigan State**
 - See Updates Sheet
- **Northwood**
 - See Updates Sheet
 - Additional:
 - Hoping to get 55 dues paid members
 - STUFH Drive November 1-16th - focus on town
- **Oakland University**
 - See Updates Sheet
- **University of Michigan**
 - See Updates Sheet
 - Additional:
 - Kiwanis Spaghetti Dinner - Friday, October 28, 2011
 - Proceeds to ELIMINATE
- **Wayne State University**
 - See Updates Sheet
 - Additional:
 - Hygiene Drive
 - Possible to have collection at Snowpia?
 - Working on a 24 Hours of Service in March!

C. Committees

- **Club Building**
 - See Updates Sheet

- **Kiwanis Family**
 - Key Club's Fall Rally is November 13
 - Trying to collaborate with UM Service Day
 - Attended Leadership Academy in Indianapolis, IN
 - Hosted by CKI
 - Around 40 - 50 people—great connections!
 - Encourage people to attend
 - Scholarships available
- **Service Committee**
 - See Updates Sheet
- **Technology**
 - Setting up website for district events
 - Online registration for Fall Rally
 - Let Jonathan know if there are any complaints
 - Going to work on online version of “Love Notes” where clubs sent messages to one another and it'll be displayed on the district website

D. Executive board

- **Governor**
 - See Updates Sheet
 - DCON Chair, Mark, wants to push fundraising
 - Ad forms out soon
- **Secretary**
 - See Updates Sheet
- **Treasurer**
 - Planning Fall Rally
 - To get in contact with club treasurers
- **Bulletin Editor**
 - Planning Fall Rally
 - Bulletins - Next issue out in November (mainly Fall Rally) - Deadline - October 28 or a few days after if you need more time

E. Administrators

- Working on DCON preparations with Mark
- Reviewing bids for 2013 convention site
- Communicating with Kiwanis and Faculty advisors
- Meeting with board about Fall Rally
- Answering questions from clubs about dues and online payment system

VII. Fall Rally Feedback 1:21pm EST

A. Weekend in general

- Successful!
- For Camp Evaluation Form/General Feedback:

- Critiques – Facilities? Could use more lighting outside, boys showers, Need stall doors in guys bathroom, More beds in cabins than capacity sign, lack of outlets
 - Positives – food, camp grounds, heated cabins, service project
- B. Mixture of activities
 - Feedback?
 - Good mix of lighthearted and serious activities
 - Mixed opinions about “Cross the Line”
 - Felt rushed
 - Lines changed dynamics
 - Activity more factual but want more questions about how you perceive yourself ~ could be longer, also more fun questions
- C. Use of teams
 - Feedback? Felt more integrated this year
 - Competition? Great for team building and would like to see it next year
- D. Promotion
 - a. Promotion Packet
 - b. Emails
 - c. Facebook
 - d. Any ideas for next year?
 - Send representatives to clubs to promote
 - Try to lower price
 - Northwood: Pop can drive, asked sponsoring Kiwanis
 - Idea for future might be to present fundraising ideas
 - Online survey will be sent to everyone who attended

VIII. Treasurer Related 1:37pm EST

- A. Dues and Membership Update Center
 - Dues – Preferably sent in no later than November 1st
 - Try to set deadlines for clubs
 - This affects when the district receives money
 - Includes both \$10 per member and \$600 club fee
 - International website – top right “Membership Update Center”
- B. Tomorrow Fund
 - Also found on International website
 - Grants to help and service projects
 - Up front or reimbursement depending on situation
 - Focus on service partners

IX. Alcohol Policy 1:42pm

- A. Recap of Summer Board Meeting discussion
- Points mentioned as possible exceptions to the current policy:
 - Wait 24 hours after event rule
 - Actually not mentioned in district policy code, so we don't need to worry about this
 - Kiwanis Events
 - Fundraising Events
 - Bar Nights
- B. Proposed amendment
- Refer to Policy Code 9: Alcohol Policy
 - I entertain a motion to make an amendment to add 1.b.i. in Policy Code 9- Tyler Johnson, District Governor
 - So moved - Emily VanWormer, Eastern Michigan University
 - Second - Muffy Lavens, District Bulletin Editor
 - No discussion
 - Motion passed
 - Exception 1.b.i. added: "Members are of legal age, the event is sponsored by Kiwanis, and no Key Club, Builders Club, or Kiwanis Kids members are in attendance."
 - Muffy left - we all CHEERFULLY said "Goodbye!"
 - Discussion moved to proposed amendment 1.b.ii. in Policy Code 9
 - Emily VanWormer - addition to acknowledge public event
 - Jonathan Pevarnek - specify event for fundraiser
 - I entertain a motion to make an amendment to add item 1.b.ii of Policy Code 9 - Tyler Johnson, District Governor
 - So moved - Emily VanWormer, Eastern Michigan University
 - Second - Cameron McDaniel, Adrian College
 - Discussion?
 - I make a motion to amend the amendment - Emily VanWormer, Eastern Michigan University
 - Change to: "Members are of legal age, the event is open to the public, and then event involves the sale of alcohol to raise funds for a Circle K club or charitable organization."
 - **Further changed to: "Members are of legal age, the event is facilitated by an outside organization, and the event involves the sale of alcohol to raise funds for a Circle K club or charitable organization."**
 - Second - Nita Valikodath, Wayne State University
 - Motion to amend amendment put to vote

- Motion passed
 - Motion to make change to item 1.b.ii of Policy Code 9 with amended amendment put to vote
 - Motion Passed
 - Tyler will send info to presidents asking for letters to help when presenting the proposed changes to Kiwanis
 - **Kiwanis meeting in January – THIS CHANGE IS CURRENTLY NOT IN EFFECT**
- X. Service Partner Spotlight – Skip: Service Committee Chair, Saira Khan, not present.
- XI. District Structure 2:16pm EST
- A. Overview
- a. Want to have lieutenant governors?
- Concerns about cost
 - Money allotted from club reps would go to lieutenant governors (ltgs) so cost would be less since there would be less ltgs than club reps
 - Is it a burden to come to meetings to represent clubs?
 - Only travel concerns
 - Helpful to hear what other clubs are doing
 - Connects people better rather than having another channel
 - However, presidents still have option to attend meetings even with ltgs
 - Concern that clubs may more separated
 - If ltgs comes into effect, maybe hold a separate presidents meeting
 - Don't see big disconnect with events
 - Ltgs can promote clubs
 - Currently most unique board
 - Would bigger divisions and vacancies be a problem with ltgs?
 - Advantage of ltgs: would be more people in all areas to do work or add more chairs or committees
 - Temporary ltgs discussed at last DCON
 - Does anyone want to run for a pseudo position?
 - Question posed to chairs as they are somewhat like pseudo ltgs – part of board but have no vote:
 - Roles of chairs up to individuals
 - Ltgs would have increase of interclubs
 - Still threat to get kicked off board
 - Easier to get person to do job if role well is defined well
 - Ltgs would help spread out work for events like Fall Rally
 - Can see both working
 - If don't switch, would like to see presidents talking more

- Idea – President’s retreat
- Will revisit this at Snowpia and Lovepit board meetings and hopefully good to go for DCON

- B. Role of:
1. Executive board
 2. Presidents
 3. Committees
 4. Lieutenant governors

XII. Bylaws Approval

- A. Adrian College
- See Adrian Bylaws
 - Bylaws haven’t been updated in a long time – many things out of date
 - Ex: motto incorrect
 - I entertain a motion to approve Adrian’s changes to bylaws. –Tyler Johnson, District Governor
 - So moved – Cameron McDaniel, Adrian College
 - Second – Adam Matzke, Northwood University
 - Motion passed
- B. Northwood University
- See Northwood Bylaws
 - Goal of changes is to update bylaws to match how club runs. This includes:
 - E-board positions
 - Number of committees
 - Election process
 - Before put to vote, revise Article X, Section 1 to reflect current dues system
 - I move to approve update bylaws with proposed changes –Tyler Johnson, District Governor
 - Second – Cindy Chau, District Secretary
 - Motion passed

XIII. Presidents Forum 2:43pm EST

- Executive board isn’t attentive at meetings; suggestions to approach them?
 - Hold them more accountable by having them say something
 - Shared family values at e-board meeting so that way, they gave input about how to enforce things

XIV. Miscellaneous 2:45pm EST

- A. Fundraiser at Snowpia or Love Pit
- Every club that attended WUM’s event brought mascot

- Normally stuffed animals or could be object like volleyball
- Clubs gave mascot to district board to auction off to every club
- Owner of mascot has to visit the club that bought the mascot in order to get it back
- This encouraged clubs to travel
- Thoughts?
 - Friendlier than stealing gavels, fun to try out
 - Try at Snowpia and proceeds would be for March of Dimes

B. Communication feedback

- Thoughts?
 - Been great

C. Inductions dates

- No additional dates to announce

D. Incentive plan

- Sent out earlier in the year
- Recruitment funding – still there for clubs who need it
- Reminder to send photos to get reimbursement

E. Awards

- Too late to get updated so it will be similar to last year
- Road runner award will be combined KFR and interclubs

F. Transitioning packets

- a. Encourage creating transition packet if club currently doesn't have it
- b. District executive board has packets and tries to update them every month

XV. Upcoming Events 2:55pm EST

- A. October 28-29 - Haunted House at Ferris State University
- B. November 11 - March of Dimes Formal at Adrian College
- C. November 12 - Circle K Service Day at the University of Michigan
- D. November 12 - Michigan District of Key Club Fall Rally
- E. November 19 - Snowpia of Service at Adrian College

XVI. Kiwanis Remarks 2:56pm EST

- Round of applause
- Been the most enjoyable fall trainer Tifanie has ever been to
- Keep up the great work
- Communication has approved—she knows what's going on in clubs!

- Drive home safely

XVII. Open Floor 2:58pm EST

- Adam - Northwood Halloween Party - Wednesday at 8pm
- Daniel - Passed out chapsticks!
- Adam Matzke packed up at 2:59pm EST in protest of waiting until exactly 3:00pm EST to adjourn meeting.

XVIII. Adjournment 3:00pm EST

Michigan District of Circle K International Fall Rally Board Meeting

Updates

Governor Tyler Johnson

Most of our work as of late has focused on Fall Rally, but we have made progress in other areas as well. I am looking forward to putting the majority of my efforts back into supporting our clubs and committees after this weekend.

- Led preparations for Fall Rally
- Assistance with club start-ups at the University of Michigan Flint and Washtenaw Community College
- Attendance at club meetings and recruitment events
- Biweekly newsletter updates
- Responses to questions and updates from clubs and committees
- Attendance at the Wisconsin-Upper Michigan District's Membership Awareness Conference (similar to our Fall Rally)
- Regular communication with Daniel and Subregion C governors

If you ever have questions about what's going on or how you can help, just let me know!

Secretary Cindy Chau

- Most time spent planning Fall Rally
- MRF reminders/answering questions
- Fall/Winter directory put mid-November (main difference from summer directory is that it will have Key Club and Kiwanis contact info~meanwhile, refer to summer directory and Excel sheet)
- International LSSP Committee - Looking into service projects in New Orleans!

Club Building Committee

Recruitment season is over! We are slowly but surely hearing back from the clubs about how their recruitment went. We have been hearing good results so far (recruitment goals met, recruitment ideas worked, etc). For those clubs that haven't responded to my recruitment update email, please do so ASAP! Our next task is to begin to foster greater interactions between the clubs, perhaps through a spreadsheet of successful events that clubs hold (as discussed at the summer meeting).

Service Committee

We have finally found a way to help encourage other clubs to volunteer with our service partners, and we will begin to have regular correspondence about ways that district can help them promoting awareness of the service partners and volunteering with them. We have been working on finding a way to have an Eliminate fundraiser at the end of next year. Although we have come across many obstacles, we are still working on creating a benefit concert through Wayne State University. In the event that this does not work, we will continue to brainstorm other options. If you are interested in helping with the Eliminate project, please email me at saira.t.khan@gmail.com.

Adrian College

Adrian is doing amazing! Recruiting has been the best it has ever been! Our info nights had the biggest turnout of any in recent history. We found that hosting 2 on different nights of the week really helps attract people. Our publicity campaign, notably chalking, banners, and posters, has helped us tremendously! We currently have 30 paid members, with more people still interested in our club! Our committee system is also up and running. We have never had the membership base to actually have a working committee structure, so we are kind of new to this whole thing! But so far it is going well! We have our March of Dimes Formal coming up on November 11th, and Snowpia on November 19th. Our members are working on these events as much as possible. Overall, it's been a good year so far, and it's only going to keep getting better!

Central Michigan University

- We are hosting our Spaghetti Dinner tomorrow (October 24- from 5-8pm). Everyone is welcome- a portion of the proceeds will go to DCON.
- We have initiated our families structure into our meetings. - Each member is assigned to a 'family' led by two E-board members. At the beginning of meetings we do ice-breakers/team building activities with our families. The E-board members are responsible for encouraging members, and also emailing them if we notice they are missing from our meeting.
- We now have the bare-bones of a website set up- our goal is to have a complete website by the end of the semester!

- We are working very hard on DCON planning and our committee & Eboard are very excited about all of the possibilities! The theme is chosen, fundraising has begun, and service and speakers are being planned.

Eastern Michigan University

- Had some challenges with attendance during last months of Summer, but started school year with a lot of returners and new members
- Meetings average 20+ members with new people every time
- Advertised and promoted using Table Ads, chalking, and our school's student organization festival "Fajita Fest"
- Bought EMU CK cups for promotions, raffles and prizes
- First meeting (9/12): made cookies & gave away for Random-Acts-of-Kindness on campus, very successful
- Service projects include Gilbert Residence, Cell Phones for Soldiers, Crop Hunger Walk in Ypsilanti, CERT Disaster Exercise, Charity Kickball Tournament and NAP Ann Arbor
- Socials have included: Movies, going to EMU Sports
- Still having a little challenge with involvement/dedication
- We expect to induct 10-15 new members, and have about 35-45 dues paying members total
- Our inductions are November 7th, EMU Student Center room 330 @ 8:30

Michigan State University

Things are going pretty good at MSU. As always, we have really placed a strong emphasis on service this year. We recently had our meet the committee night which went really well, and we have seen a lot of new faces at our meetings which is really exciting. Our recruiting efforts were pretty strong at the beginning of the semester and have slowed down a bit, but we will be sure to continue that process throughout the rest of the semester. We are working on picking a date for our new member inductions because we are trying to have them at the stadium this year ~ which is super awesome! Also, we have made it a point to always do service at our meetings which has been going really well and from what I can tell is being really well received.

Northwood University

Recent Activities:

We had Mud Volleyball on September 24th which went very well. Since then we have been focusing on smaller fundraising projects. On Thursday we helped with Pumpkin Festival held in downtown Midland and on Saturday we helped with Family Day at the Northwood football game.

Upcoming events:

We are holding a canned food drive in the beginning of November to benefit STUFH. We are also planning a book drive for the end of the semester to benefit Better World Books. Our induction ceremony is tentatively scheduled for November 30th at 8pm. We are also working on a large scale event for the end of November that will be a fundraiser for either March of Dimes or Eliminate.

Oakland University

Our member inductions will be on November 10th at 5:30p.m. We have some younger new members this year that are really getting into our service events such as Greening of Detroit, Gleaners, and the Michigan Animal Rescue League. We are trying to have all of them join a committee. This month we are having a ribbon sale for the Eliminate Project and at the beginning of November we are having a bake sale to benefit the March of Dimes. We have been continuously doing a book drive for BetterWorld Books which is going really well. This year we are doing one huge project for each service partner with several small events on the side for our service partners as well. Last week we had a Olgas fundraiser that went well.

University of Michigan

We've been mainly gearing up for Circle K Service Day (November 12-13), which is themed "Make Your Mark" this year. If anyone is interested in participating, you can check out umcirclek.org/serviceday for some Service Day background and to sign up for our interest list. Projects go live on October 21st, so you'll be able to start signing up for projects then!

Our committees have also been hard at work, a sampling of events we've had or are currently working on include: a bake sale to benefit Alex's Lemonade Stand, which raised \$165, the kickoff event for our Big Sib Little Sib social networking program, and Serve ME (Mother Earth), two days of service organized by the environment committee and geared toward green and sustainability student organizations on campus.

Aside from programming, we're adjusting to the new internal structure, and just filled out our committee system with 84 members.

Wayne State University

With a total of 90+ members at our first meeting, WSU CKI is off to a good start. The Flash Mob Dance and chalking events helped to recruit people as well as getting the word out about CKI. This past week, we had Rally Night, a social/recruitment event. We had a decent turnout (a little more than 40) but to make it even better, we need to concentrate more on promoting the event. We also implemented and enforced committees this year, giving more CKI members a chance to be more involved in the organization. Our upcoming plans include participating in a Hygiene Drive in partnership with the WSU medical school and other organizations on campus. Perhaps, we can work something out at the next district event to get collections going for this. The supplies will be given out in Peru or another Latin or South American country.

Greetings Michigan CKI Board members and Club Representatives!

First off, I wanted to say thank you for inviting me this weekend. I am so glad to finally meet everyone. I am overjoyed to finally be able to put names to faces after hearing and reading so many delightful things about each and every individual.

So far, this year has been a very productive and prosperous year for Circle K International. Since my last International Representative report at Kiwanis District Convention, I have been very busy preparing and executing my promises such as creating monthly newsletter, holding quarterly subregion chats, holding monthly Governor Council Meetings, finding innovative ways to strengthen our district to district bonds, and many more.

On October 1st, Circle K International began our quest in accomplishing our 2011-2012 Organization Goals with our Vision statement in mind (*"Working together to become a future-focused, member-oriented organization that reaches out to the entire Kiwanis Family, all by being transparent, accountable, timely, and efficient."*). They are as follows:

- Attain 13,717 Members in Circle K International
- Perform 447,915 hours of service
- Achieve attendance of 250 Members at Large Scale Service Project & 400 Members at International Convention in New Orleans, LA

In addition to those goals set by the International Board, I have personally set a Subregion C goal based off of the numbers that the districts in our subregion have provided that I hope we accomplish by September 30, 2012. They are as follows

- Attain 2,730 Members in Subregion C
- Perform 68,750 hours of service
- Achieve attendance of 40 Members at Large Scale Service Project & 85 Members at International Convention in New Orleans, LA

Lastly, Circle K International has two schedule webinars within the next couple of weeks. Webinars are web-based seminars/presentation. One will be held on Thursday, October 27th at 9:30 PM EST titled "A Feel for the Fee". It will discuss various aspect of the international fee system. The second webinar will be held on Tuesday, November 1st at 10:00 PM EST titled "Branching out to the Kiwanis Family". This webinar will discuss the general background of each service learning partner and various ways of interacting with other branches in the Kiwanis Family

If you have any questions, comments, or just want to chat, please see the contact information below. I hope, and know, that you are keeping the member and the community service we do in mind when making any district decisions.

Until then,

Daniel Tsang
CKI Subegion C International Representative
Phone: 312-731-7230
Email: subregionc@circlek.org

Michigan District of Circle K International Policy Codes



Established in the year of 1989

With consecutive revisions on:

January 21, 2001

February 16, 2006

April 19, 2009

July 18, 2009

March 13, 2011

Preamble

This Policy Code for the Michigan District of Circle K International has been established by the Michigan District Board of Officers, with the intentions of better coordinating the activities of our district between ourselves, our clubs, and our society, whom we pledged to serve.

Recognizing and encouraging positive change for our organization, we have designed this code to facilitate the process of positive change as well as the process of positive action. We have combined here all the intrinsic laws, save only the district Bylaws and the CKI Constitution and Bylaws to which we bind ourselves.

We hope that as new responsibilities, new authorities and new horizons for CKI are brought forth, that they will be discussed and debated and the best of these made policy and stated succinctly herein for all to see.

We have dedicated ourselves to the idea that clarity and specificity of operation is an integral party of our ability to function successfully. As new policy is formulated, the responsibility for its enactment is absolute.

It is to achieve these hopes and aspirations that we form this, the Policy Code of the Board of Officers

Michigan District of Circle K International

Hereafter, any mention of the following refers to:

- 1. District Board of Officers:** Any Circle K member with voting rights at the meetings of the district, specifically the elected Governor, Secretary-Treasurer, and Editor, as well as the Representatives. The Administrators are ex-officio members of the District Board of Officers.
- 2. District Board:** Anyone involved in the deliberations of the district at its meetings, specifically the Governor, Secretary-Treasurer, Editor, Representatives, Administrators, and district chairs.
- 3. Executive Board:** Any Circle K member elected to serve the district at its annual convention, namely the Governor, Secretary-Treasurer, and Editor. The Administrators are ex-officio members of the District Board of Officers.

Policy Code 1: General Provisions

1. Any established procedure of the District Board shall be called policy, and any decision by the Board concerning the implementation of a policy shall be called an enactment.
2. All policies of the District Board of Officers shall be contained within this Policy Code. All policies contained within this Policy Code shall be binding on all officers and clubs of the Michigan District.
3. Enactments, resolutions, and changes in the appended items shall require a simple majority vote of the District Board of Officers.
4. A current copy of this Policy Code shall be kept by the District Administrator, Governor, Secretary-Treasurer, and Laws and Regulations Committee Chairperson, who shall be responsible for its distribution to the incoming District Board, upon each change.
5. The Governor and Administrator shall share the responsibility for adherence to this Policy Code.
6. Circle K District Board members shall annually receive revised copies of this Policy Code.

7. Should any discrepancy exist between the district Bylaws and this policy, the district Bylaws shall dictate.
8. Current copies of the Policy Code shall be made available to any Circle K member in good standing within this district upon request.

Policy Code 2: Online Communication

1. Online District Board Meetings:

As deemed appropriate by the District Governor, it may be necessary to hold online District Board meetings throughout the administrative year. The following are to serve as guidelines for effective online communication during these meetings:

- a. The District Governor shall notify all those as outlined in Policy Code 3 of the date and time of the online District Board meeting. This notification and an agenda for the meeting shall occur at least 48 hours prior to each meeting, and shall be considered the official call to the online district board meeting.
- b. Online District Board meetings shall be considered official meetings of the District Board. The District Secretary-Treasurer shall take minutes and submit them to the district within forty-eight (48) hours following the conclusion of the online District Board meeting.
- c. The District Governor will moderate online District Board meetings. In the event that the District Governor is unable to perform this task, the District Secretary-Treasurer will be responsible for moderating this meeting.
- d. The individual moderating the online District Board meeting will be responsible for setting up the chat room ten minutes prior to the scheduled start of the online District Board meeting, and for inviting all appropriate individuals into the chat room.
- e. At the scheduled start time of the online District Board meeting, the moderator will begin the meeting by providing a list of all topics to be discussed. At this time, the moderator will ask for participants to provide any additional topics that need to be addressed.
- f. Each time that the moderator asks for suggested topics at the beginning of an online District Board meeting, or any time that the moderator asks for a response to a question or is requesting a vote on a given motion, it is expected that responses will be given in an organized manner. Responses will cycle through each participant twice, in the order of District Secretary-Treasurer, District Editor, and Council of Representatives [in alphabetical order by club]. In non-voting circumstances, the International Representative and administrators will follow the final representative, and finally, district chairs will be asked to participate in alphabetical order by position.
- g. If at any time a voting member of the District Board wishes to make a motion, he or she should type the word "motion" into the chat room. At that time, all discussion shall end. The moderator will then ask the individual to make his or her motion. After the motion has been made, all seconds, amendments, and discussion will follow the same procedure by typing the words "second," "amendment," or "discussion" into the chat room. After this procedure has concluded, the moderator will request a vote from each District Board member following the standardized sequence.

- h. All business matters in relation to making motions, including seconds, amendments, and discussion, will adhere to parliamentary procedure as outlined in *Robert's Rules of Order*.
- i. No participant in an online District Board meeting will provide feedback within the chat room out of the standardized sequence.
- j. No participant will provide feedback or discussion for any longer than three (3) minutes at any given time. The moderator will be responsible for keeping track of time and for keeping the online District Board meeting on task.
- k. When a speaker is finished or yields his or her time to the next person in sequence, he or she will type the symbol "^" into the chat room.
- l. Every participant is responsible for being attentive in the meeting. During general discussion if one minute has elapsed without response, that person will be skipped.
- m. In voting circumstances, if one minute has elapsed without response, the moderator will prompt for a response. If another minute has elapsed for a total of two unanswered minutes, this will be counted as an abstention.

2. District Reflectors and Email:

Due to the increasing presence of technology in our daily lives, it is necessary to enhance the efficiency of online communication within our organization. The following are to serve as guidelines for effective online communication via district reflectors and email:

- a. The only thing that should come across the district reflectors is business-related material. This includes anything related to district activities, meetings, or other Kiwanis Family information. Some examples of inappropriate material include, but are not limited to the following: forwards, jokes, party invitations, or personal attacks.

Policy Code Number 3: Board Member Removal

Executive Board members or chairs may be removed for a violation of the policies outlined in the district governing documents, or for poor performance.

1. Upon a Violation of Policies:

- a. The member bringing the complaint must notify the District Administrators within five (5) business days of discovering the violation.
- b. Within five (5) business days, either the District Administrator or Assistant Administrator shall notify the District Board member in violation in telephone or in person. Upon notification, the Board member shall be placed on suspension, during which they may not receive the privilege of reimbursement.
- c. Within three (3) business days of notifying the District Board member in violation, either the District Administrator or the Assistant Administrator shall notify the entire District Board of the circumstance. Said notification shall include at least the policy violated, a timeline of events, and information contained herein about the removal process. Any notification of non-District Board members shall be done with discretion, taking care to preserve the District Board member in question's reputation.
- d. Material supporting the violation and all communication of said violation shall be documented and recorded at the district office, to be made available at the discretion of the administrators.

- e. Vacancies shall become official only by a super-majority vote of the District Board of Officers, excluding the vote of the officer in question. A special meeting to resolve this violation may be called in accordance to the provisions of Policy Code Number 3, after which any action taken becomes immediately effective. Declared vacancies shall be filled through the provisions outlined in Article X of the district Bylaws.
- f. Representatives shall be removed from office by their respective club's procedures, at the discretion of their home club, and not the District Board of Officers.

2. For poor performance:

- a. Any member in good standing within an active status club of the Michigan District of Circle K International may file a complaint against an elected district officer or chair. This complaint shall be limited to the activities of one District Board member, and shall address their alleged performance deficiencies, along with any supporting materials, as well as a request for their removal.
- b. Said complaints shall be directed toward either of the administrators, who shall determine whether the complaint has merit within three (3) days of its receipt. If it is deemed to be unreasonable, the complaint shall be dismissed, and a notification shall be sent to the filer of the complaint.
- c. Sections ii. Through vi. Of "Upon violations of policies" shall be referred to for notification and removal procedures.
- d. A hearing will be held to determine the legitimacy of the complaint, during which the District Board in member in question is permitted to explain the actions, or lack thereof, in question. The filer of the complaint may be present at the hearing to address said member.

Policy Code Number 4: District Bulletin

- 1. The official publication of the Michigan District of Circle K International shall be named *The Helping Hand*.
- 2. *The Helping Hand* shall be published in editions using a timetable similar to the following and revised at the discretion of the district editor, who will serve as the final authority on all content and distribution decisions: April/ May, June/July/August, September/ October, November/December/January, and February/March.
- 3. *The Helping Hand* is designed to be an informative publication for all members of the district, and as such, should consist of articles, including but not limited to the following topics within the administrative year:
 - a. The CKI mission
 - b. Club and member spotlights
 - c. Tomorrow Fund
 - d. Kiwanis Family updates
 - e. Club and district officer training
 - f. Dues collection
 - g. Service hour reporting
 - h. Member education
 - i. New club building
 - j. District and CKI Convention
 - k. District Board initiatives

- l. District updates
 - m. Club, district, and International event promotion
 - n. CKI service initiative and partners
 - o. District service project
4. Due to the increased usage of the internet for communicative purposes, *The Helping Hand* may be officially distributed and published through electronic means.

Policy Code Number 5: District Correspondence Procedure

1. All letters and other communications concerning the business of the District Board shall have copies mailed to the Governor, Secretary-Treasurer, counseling International officer, District Administrators, and copies shall be kept in personal files.
2. It is required that all official correspondence by district officers be copies to the District Governor, Secretary-Treasurer, Administrators, counseling International officer, and respective Lieutenant Governor. Also, any correspondence by clubs to district officers shall be copied to the Governor, Secretary, Administrator, and Lieutenant Governor.
3. All correspondence to the District Administrators shall be copied to the Circle K Governor, Circle K Secretary-Treasurer, and Kiwanis Governor.
4. All correspondence concerning finances shall be copied to the Governor, Secretary-Treasurer, and District Administrators.
5. All correspondence to any International Board members shall be copied to the International President, International Director, and the counseling International officer in addition to the appropriate district officers.
6. The Governor, Secretary, and District Administrator should receive copies of all correspondence.
7. The following are the types of appropriate correspondence for a District Board member to use:
 - a. **Business Letters:** The content of the letters is only limited by the particular situation and your imagination. There are various styles of business letters which may be used, but certain elements must be included:
 - i. Your return address
 - ii. The current date
 - iii. The complete name, title, and address of the person the letter is to
 - iv. A carbon list
 - b. **Memos:** Many times you will be faced with a situation which calls for you to disseminate the same information to a large group of people quickly. Rather than type individual letters, you may want to use a memo. Memos should be restricted to one or two items.
 - c. **Newsletters:** Newsletters are most effective when used to spread information on many different items. The image projected by your newsletter reflects directly on you as an officer.
 - i. The use of graphics to break up items in your newsletter will make it much easier to read. "Clip art" can be taken from other newsletters, magazines, advertising publications, or the International public relations kit. Circle K logos, theme logos, and International Convention logos are available in velox form from the International office.

- ii. An easy way to save money is to use one-third or one-half of the back page for addresses, then fold and staple rather than using envelopes.

d. Electronic

e. Phone

8. In the event that a direct formal discussion with any member of the district must take place, the proper order of making contact is as follows:
 - a. In person
 - b. Telephone/ TTY
 - c. Email
 - d. Internet chat/ Instant Messenger

Policy Code Number 6: District Awards

1. All awards shall be annual, running from the previous convention award deadline to this award deadline, and shall be given for recognition of projects and accomplishments completed during that period.
2. All awards must be approved by the District Board of Officers, which shall have the authority to maintain and finance any of the awards. No awards other than those approved by the District Board of Officers shall be presented.
3. To be eligible for any award, the pertinent club and/or individual must be in good standing with this district and Circle K International, except in cases where this obviously does not apply. [Example: Outstanding Kiwanis Advisor, etc.]
4. All award entries by clubs must meet the specifications set by the District Board of Officers in order to be considered for judging.
5. Entry forms for all awards shall be sent to all appropriate Circle K officers a minimum of ninety (90) days prior to the submission deadline. Entry forms shall be distributed by the District Board of Officers. All entry forms shall be returned to the District Administrator for official entry into the awards competition. All awards must be submitted in the manner prescribed [time, date, place] by the District Board. Any deadline established will be enforced.
6. The District Board of Officers shall design judges for any of the awards contest that they deem it appropriate to do so. The judges shall be Kiwanians who are not associated with a club that sponsors one of the Circle K International clubs within the Michigan District. It is suggested that an odd number of judges be appointed in order to assure majority. These judges shall meet at the specified time and shall continue meeting until a decision is made. The awards judging will be overseen by the District Administrator. All decisions made by the judges and the District Board of Officers shall be final. All judges and District Board members shall not discuss the winners or any specifics of the judging before winners are announced.
7. Judges with any past or present association to a specific club in the Michigan District will be required to abstain from judging said club's entry.
8. Questions raised during the judging should be directed to the Governor and the District Administrator.
9. The following awards shall be given at the annual district convention:
 - a. Clay Nichols Outstanding Sponsoring Kiwanis Club
 - b. Dennis Dimoff Outstanding Advisor
 - c. Single Service Award
 - d. Outstanding Club Scrapbook Award

- e. John Nash Outstanding Circle K Member
 - f. Club Achievement Award
 - g. Outstanding District Board Member
 - h. Outstanding Club President
 - i. Outstanding Club Vice President
 - j. Outstanding Club Secretary
 - k. Outstanding Club Treasurer
 - l. Outstanding Club Bulletin Editor
 - m. Outstanding Club Committee Chair
 - n. District Project Recognition Award
 - o. Road-Runner Inter-clubbing Award
 - p. Kiwanis Family Award
 - q. James D. Heymes Club Newsletter
 - r. Scrapbook Award
 - s. Distinguished Club Growth
11. Any awards found to be non-applicable at a particular convention may be deleted from the convention schedule. Also, any additional awards deemed appropriate may be added to the convention schedule. Each decision is at the behest of the Governor.

Policy Code Number 7: District Events

1. **Fall Rally:** The district shall hold a fall conference called the Michigan District Fall Rally for the purposes of service, membership development, and fellowship. Fall Rally shall be held annually between the dates of September 1st and November 15th.
2. **Snowpia of Service and LovePit:** The district shall hold two service-social events, to be hosted by applying clubs in good standing. Host clubs shall be reimbursed for their incurred expenses, the amount of which shall be annually determined upon the creation of the new district budget.
 - a. Snowpia shall be held annually between the dates of November 1st and December 31st.
 - b. LovePit shall be held annually between the dates of January 1st and March 1st.
3. **District Convention:** Refer to Policy Code Number 10 for information concerning this event.
4. Additional events may be created at the discretion of the governing District Board.

Policy Code Number 8: Protocol

1. The following shall be dais guests when a dais is used:
 - a. All members of the District Board of Officers
 - b. District Administrator
 - c. Any International officer
 - d. Kiwanis District Governor
 - e. Key Club District Governor
 - f. Master of Ceremonies
 - g. Any guest speakers
 - h. District Convention Chair
 - i. Director of Circle K International
 - j. Kiwanis or Key Club International officers

2. The following are appropriate dais guests if adequate seating is available, at the Governor or District Board's invitation:
 - a. Visiting officers from other districts
 - b. All members of the Kiwanis Committee on Circle K [i.e. Administrator, Assistant Administrator, Regional Advisors]
 - c. Immediate Past Governor
 - d. Past International officers from the Michigan District
 - e. Kiwanis District officers
 - f. Key Club District officers
 - g. Staff and officers from the International office
 - h. Kiwanis Governor-Elect
 - i. Invocator
 - j. Key Club District Administrator
3. Dais seating arrangements shall be based on the following order:
 - a. Other dais guests
 - b. Key Club Governor
 - c. Kiwanis Governor
 - d. International Director
 - e. Circle K International officers
 - f. District Administrator
 - g. Master of Ceremonies
 - h. PODIUM
 - i. Governor
 - j. Circle K International President
 - k. Speaker
 - l. Kiwanis International officers
 - m. Key Club International officers
 - n. District Secretary-Treasurer
 - o. District Bulletin Editor
 - p. Immediate Past District Governor
4. Special Guidelines:
 - a. The spouses of dais guests should be seated next to their husbands and wives. If the length of the head table is a problem, the spouses may be seated at a special table directly in front of the dais. Whenever possible, ladies should not be seated at the end of the dais.
 - b. Past Governors of the Michigan District of CKI and past International officers and their spouses shall be seated at a reserved table near the dais.
 - c. Special mention and recognition should always be made of all the Kiwanians present. This may be done in a collective manner.

Policy Code Number 9: Alcohol Policy

1. **Alcoholic beverages, illegal drugs, and misuse of prescription and over-the-counter drugs policy for CKI sponsored conventions, events, and/ or special programs:**
 - a. The possession, sale, distribution, or consumption of alcoholic beverages, illegal drugs, and misuse of prescription and over-the-counter drugs during any event or situation sponsored or promoted by the Michigan District of CKI will not be

tolerated. Any member of the Michigan District of CKI is said to be in attendance at an event from the moment of arrival at the event site, or at 12:00 a.m. on the scheduled starting date of said event, whichever is later. A member is said to be departed from the event upon final departure from the event site. In any instance where pre- or post-event accommodations are included in the schedule for the event, where an additional activity is planned and/or sponsored by CKI, or this district or a club within it [i.e., a planned meal or district tour], such activities are bound by this policy.

b. Members of Circle K International are to abide by this policy at all Kiwanis Family events with the following exceptions:

- i. Members are of legal age, the event is sponsored by Kiwanis, and no Key Club, Builders Club, or Kiwanis Kids members are in attendance.
- ii. Members are of legal age, the event is facilitated by an outside organization, and the event involves the sale of alcohol to raise funds for a Circle K club or charitable organization.

- c. Guests, alumni, and Kiwanis Family members in attendance are asked to observe this policy in terms of their use of alcohol, illegal drugs, and misuse of prescription and over-the-counter drugs at Michigan District of Circle K International events.
- d. Each club, under the leadership of the club president and/or membership development and education chairperson, is encouraged to include alcohol, illegal drug, and misuse of prescription and over-the-counter drug awareness education as part of the membership development and education program.

2. **Alcohol, illegal drug, and misuse of prescription and over-the-counter drugs policy for Michigan District of CKI sponsored conventions, events, and/or special programs:**

- a. Assessment herein shall be defined as follows: Investigation of alleged violation will be considered by the individuals designated to oversee the various types of violations. Evidence of alleged violations [both physical and testimonial] shall be reviewed by designated assessors in the manner and time-frame prescribed. The designated assessors will make a determination of action to be taken as prescribed within this Policy Code. Discipline beyond the scope of that which is prescribed herein is prohibited except in circumstances which merit special consideration and in which approval of the action has been obtained by the District Board and the Michigan District Board of Kiwanis International.
- b. Enforcement of disciplinary action will be carried out by the parties specified herein.
- c. **Individual Level Violation:** The individual must have engaged in at least one of the following activities to be considered in violation of the policy: He/she must have possessed, consumed, distributed, and/or participated in the sale of an alcoholic beverage, illegal drugs, or misuse of prescription or over-the-counter drugs while in attendance [as defined above] at a Michigan District of CKI sponsored convention, event, and/or special program.
 - i. **Designated Assessors:** Designated assessors for an individual violation shall be the District Administrator and the Kiwanis District Governor.
 - ii. Notification of alleged violations must be reported in writing to the Michigan District of CKI and Kiwanis District Governor to be considered for review.

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- iii. Once the assessors have received notification of a violation, he/she will contact the District Governor as well as the club president and instruct them as to their responsibilities.
- iv. The assessors will report their findings to the District Governor who will enforce appropriate sanctions with the assistance of the District Board of Officers and the District Administrator.
- v. **Assessment Procedures:** Assessment must begin within two weeks of notification of the alleged violation. Evidence will be collected and reviewed by the assessors and findings will be reported no later than four weeks from the notification of the alleged violation.
- vi. **Sanctions:**
 - 1. **First Violation:** Any of the privileges associated with the club membership [i.e. voting, the receipt of materials from the club, attendance at club meetings, participation in CKI or Kiwanis Family projects, events and socials at the club, district, and International levels] may be suspended. The minimum suspension shall be thirty (30) days, with a maximum suspension of ninety (90) days. A letter must be sent to the individuals involved in the violation explaining the reason(s) for the suspension. If college or university rules have been violated, a copy of this letter should be sent to the appropriate school official concerned with student activities, and copied to the Kiwanis District Governor and the District Administrator.
 - 2. **Further Violations:** Should future violations occur within one year of the previous violation, the violator's membership shall be terminated for a period of at least twelve (12) months. An individual must petition the club's executive board to regain membership at the conclusion of the suspension period. This petition must be issued in the form of a letter which states the reason he/she wishes to regain membership and affirms that he/she will abide by the District Bylaws and Policy Code. The penalty for further violations will be permanent expulsion from the club. A letter must be sent to the individuals involved in the violation explaining the reason(s) for the suspension or expulsion. If college or university rules have been violated, a copy of this letter should be sent to the appropriate school officials concerned with student activities, and copied to the Kiwanis District Governor and the District Administrator.
- vii. **Grievances:** Within two (2) weeks of the notification of the sanction, a grievance may be filed with the Kiwanis Executive Director, who in conjunction with the Kiwanis District Governor shall make a determination of whether such grievance should be considered further. If so, the individual shall be given the opportunity to state his/her case at a meeting with the District Administrator and the Kiwanis District Governor. This body will determine whether to uphold or alter the sanction.
- viii. With the unanimous consent of all parties involved, the above time limitations may be amended to allow for situations in which it is impossible or extremely difficult to meet specified time limitations.
- d. **District Level Violation:** A district will be in violation of the alcohol, illegal drugs, and misuse of prescription and over-the-counter drugs policy if the District Board of Officers condones, through verbal or physical actions, the possession,

distributed, sale and/or consumption of alcoholic beverages, illegal drugs, or misuse of a prescription and over-the-counter drugs at any district-sponsored event or activity. Events include a location in which the facilities used are being paid for by district funds, any situation sponsored or promoted by the District Board of Officers, or any time a member is in attendance at a Michigan District of CKI sponsored convention, event, or special program.

- i. **Designated Assessors:** Designated assessors for a district level violation shall be the CKI Executive committee, in consultation with the CKI Director and the representative of the Sub-region.
- ii. Notification of alleged violations must be in writing to the CKI President and the Director to be considered for review.
- iii. Once the International President and Director have received appropriate notification, they will contact the other assessors and instruct them as to their responsibilities.
- iv. The CKI Board will be responsible for the enforcement of the sanctions as submitted by the CKI Executive committee.
- v. **Assessment Procedures:** Assessment will begin at the first scheduled CKI Executive committee meeting following the notification of the alleged violation. In the event a meeting is not scheduled within two (2) weeks of the notification, a special session will be called by the CKI Executive committee. Evidence will be collected and reviewed by the assessors as soon as possible prior to the meeting. During the committee meeting, time will be allotted to discuss the matter and come to a decision on the sanctions to be imposed. The findings will be reported no later than one week from the conclusion of said committee meeting.
- vi. **Sanctions:**
 1. **First Violation:** A letter will be sent on behalf of the CKI Board by the CKI President to the Kiwanis District Governor outlining the violation. A copy of this letter will be sent to the District Governor and Administrator. The District Board will be ineligible for any district level awards, limited to Distinguished District and Distinguished Officer awards, at the next CKI convention following the letter outlining the violation. In addition, individuals found in violation will also be held to the sanctions in section 1 of the Individual Level Violation policy. The district will be placed on probation for a period of one year following the issuance of the letter. During this period of probation, the district must hold at least one alcohol, illegal drug, and misuse of prescription and over-the-counter drug awareness program, or arrange for such a program, during a district sponsored event. The content of this program must meet the approval of the CKI Board in order to re-qualify the district for district level awards following the above mentioned CKI convention.
 2. **Further Violations:** Should a future violation occur within one (1) year of the issuance of the letter of violation, all sanctions mention above for a first district level violation will be enforced. In addition, the CKI Board may issue additional sanctions not specifically outlined within the CKI Policy Code excluding the elimination of the district structure. The CKI Board may petition the Kiwanis International Board to disband the district should

repeated violations persist. All sanctions not specified herein must meet the approval of the Kiwanis International Board of Officers.

- vii. **Grievances:** Within two (2) weeks of notification of the sanction, a grievance may be filed with the Kiwanis International Board of Officers, who shall make a determination whether such grievance should be considered further. If so, the CKI District Board of Officers will be given the opportunity to state their case at a meeting of representatives for the Kiwanis International Board of Officers and the Kiwanis District Board of Officers. This body will determine whether to uphold or alter the sanction.
- viii. With the unanimous consent of all parties involved, the above time limitations may be amended to allow for situations in which it is impossible or extremely difficult to meet specified time limitations.

Policy Code Number 10: District Mascot

Since the Michigan District of Circle K International is part of an outstanding organization, and since many outstanding organizations adopt a mascot, the Michigan District, if it so desires, may adopt a mascot by majority vote of the District Board of Officers.

Policy Code Number 11: Honorary Members

1. Since there are many individuals outside of Kiwanis and Circle K International who are great assistance to the Michigan District of Circle K International, the district may bestow upon someone who is not a member of Circle K International honorary membership in the Michigan District of Circle K for a period of one (1) year.
2. Honorary members shall pay no dues and shall be entitled to all privileges in the district with the exception of voting and holding office.

Policy Code Number 12: Appropriation of Club or District Property

1. It is recognized that the friendly practice of appropriating club or district gavel has resulted in some fun interclubbing. It should always be done in good taste, which means that the temporary loss does not seriously interfere with programs or operations. Arrangements should be made for the return of such items within a reasonable length of time. Club banners and bells should never be taken.
2. Clubs that object or otherwise wish not to be bothered should not be included.

Policy Code Number 13: Charter Presentations

1. After the receipt of the chartering materials from the CKI office, the existence of the club should be celebrated through a chartering ceremony planned by the sponsoring Kiwanis club and prospective Circle K club.
2. The cost of such affairs should not exceed the income from the sale of admission tickets to such event. Such meetings should finance themselves, eliminating the necessity of funds being taken from the club treasury to pay for the meeting.
3. The agenda for the ceremony should include the following:
 - a. Presentation of the sponsorship patch to the sponsoring Kiwanis club by the new Circle K club
 - b. Induction of the club's officers, often conducted by either the sponsoring Kiwanis club president, Kiwanis advisor, of the Circle K District Governor

- c. Induction of the club's members, often conducted by the club's officers
 - d. Presentation of the club charter to the new CKI club by the sponsoring Kiwanis club
4. The club should invite at least the following people to join in the celebration:
- a. Charter members
 - b. Circle K clubs within the district
 - c. Members of the sponsoring Kiwanis club
 - d. Circle K District Board
 - e. Kiwanis District Board
 - f. Nearby Kiwanis and Key Clubs
 - g. University president
 - h. University official overseeing the establishment of campus organizations
 - i. Faculty advisor

Policy Code 14: Alumni Relations

While the Michigan District Board encourages alumni involvement in club and district events, it also recognizes the need to maintain the privacy of the Circle K alumni. The following guidelines govern the use of alumni contact information.

1. Only first and last name, maiden name, email address, club, and years in Circle K can be published on the Circle K district or any club webpage.
2. Clubs who wish to contact alumni through mail must do so through the Assistant Administrator or the president of the Alumni Association. Clubs will give the materials to be mailed [flyers, invitations, envelopes, stamps, etc.] to the Assistant Administrator or Alumni Association president. Clubs may contact alumni through email.
3. Clubs may not solicit donations of money or goods from alumni.
4. Alumni contact information shall not be given to the Michigan District of Kiwanis International under any circumstance.

Appendix

The following materials are recommended items for the appendix:

1. District award forms
2. District officer report forms
3. Club monthly report forms
4. District officer voucher form
5. District officer service agreement form
6. Parliamentary procedure guide
7. Code of conduct
8. Circle K International resolution on responsible consumption of alcohol

ADRIAN COLLEGE
of the
MICHIGAN DISTRICT
of
CIRCLE K INTERNATIONAL
BYLAWS

Article I: NAME

Section 1. The name of this organization shall be the Circle K Club of Adrian College. It shall be sponsored by the Kiwanis Club of Adrian and shall be a member club of Circle K International and the Michigan District of Circle K therein, and shall also be known by its initials, "CKI."

Article II: OBJECTS

Section 1. The objects of this club shall be:

- To emphasize the advantages of the democratic way of life;
- To provide the opportunity for leadership training in service;
- To serve on the campus and in the community;
- To cooperate with the administrative officers of the educational institution of which this club is a part;
- To encourage participation in group activities;
- To promote good fellowship and high scholarship;
- To develop aggressive citizenship and the spirit of service for improvement of all human relations;
- To afford useful training in the social graces and personality development; and encourage and promote the following ideals:
 - To give primacy to the human and spiritual rather than to the material values of life;
 - To encourage the daily living of the Golden Rule in all human relationships;
 - To promote the adoption and the application of high social, business, and professional standards;
- To develop, by precept and example, a more intelligent, aggressive, and serviceable citizenship;
- To provide through Circle K clubs a practical means to form enduring friendships, to render altruistic service, and to build better communities; and
- To cooperate in creating and maintaining that sound public opinion and high idealism which makes possible the increase in righteousness, justice, patriotism, and goodwill.

Section 2. The Vision of this club shall be:
Circle K is the organization that holds the promise of today's college student becoming tomorrow's leader. It exists to meet the personal needs of the individual collegian through the qualities of leadership, the rewards of service, and the unique spirit of friendship. Circle K's potential lies in its ability to positively influence those in our society who are facing ultimate personal decisions and those who will one day create the vision of mankind for

generations to come. Circle K is the embodiment of those qualities necessary to shape the future, realized in the colleges and universities of today.

The Vision of Circle K International is dedicated to the realization of mankind's potential.

Article III: NAME AND EMBLEM

Section 1. Each member in good standing with this club shall be entitled to wear the official emblem and insignia of Circle K International.

Section 2. The name, emblem, and insignia of Circle K International shall be used for only such purposes as shall be authorized by the Circle K International Board of Trustees, subject to the approval of the International Director. In no case shall they be used as a trade name or trademark, nor in a way or for a purpose that demeans or impugns the name of Circle K or Kiwanis.

Article IV: MOTTO

Section 1. The motto of this club shall be "Live to Serve, Love to Serve," as is the motto of Circle K International.

Article V: CLUB MEMBERSHIP IN CIRCLE K INTERNATIONAL

Section 1. A Circle K club may be established in an institution of higher education as described by the Constitution, Article VI, Section 1, upon the request of a Kiwanis club(s) which agrees to sponsor the proposed club. A petition for a charter will be made on a standard form provided by the Director of Circle K International and shall be signed by the minimum membership requirements and endorsed by an administrative officer of the institution in which the prospective club would exist. Each petition shall certify that the prospective club has adopted and complied by the Board of Trustees of Circle K International and has agreed to be bound by the Constitution and Bylaws of this organization as adopted and amended. Upon completion of these requirements, the prospective club shall be issued a Charter of Membership in this organization. The postmarked date of the Petition of Charter shall serve as the official date of the Charter of Membership.

Section 2. During the school year each club shall hold one weekly meeting on such day and at such place as shall be determined by the club officers. It may hold such other meetings as the officers or the membership may desire. In the event that unusual conditions prevent a weekly meeting, a club may hold a minimum of two meetings per month, with the officers meeting on all other weeks.

Section 3. Each club shall adopt the Standard Form for Club Bylaws, modified only as approved by their District Board of Officers and the Board of Trustees of Circle K International. The bylaws of a club may be amended by a vote at any regular meeting of the club, provided that written notice of such proposed amendments shall have been given to the membership at least two (2) weeks prior to the meeting at which they are considered. All such amendments must be consistent with the Constitution and Bylaws of this

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organization and shall become effective only after submission to and approval by their District Board of Officers and by the Board of Trustees of Circle K International.

Section 4. Each Circle K club shall pay to Circle K International for every club member, except honorary members, the sum of twenty-five dollars (\$25.00 US currency) per annum, due on October 1 of each year. A club in good standing will be placed on past due status if no dues are received by November 30 (US clubs) or February 1 (non-US clubs) of that same administrative year. First-time new members who join existing clubs between April 15 and September 30 shall pay the sum of twelve dollars and fifty cents (\$12.50 US currency). Members of clubs chartered between July 15 and September 30 shall pay the sum of -five dollars (\$25.00 US currency) for International dues and shall be in good standing for the remainder of the current year and the following administrative year.

Section 5. The annual dues and “Dues Invoice and Membership Forms” must be submitted to Circle K International by November 30 (US clubs) or February 1 (non-US clubs) to maintain the status “in good standing.” This club shall also submit updated forms and the appropriate dues for each additional member that joins during the fiscal year.

Section 6. Any club more than thirty (30) days in arrears for any indebtedness to its sponsoring Kiwanis club(s), its district, or to Circle K International shall be considered not in good standing, and may have its charter and membership suspended or revoked by action of the Circle K International Board of Trustees, providing that notice of said indebtedness shall have been duly sent by the International Director to the president of the club in question. The Board of Trustees may restore such club to membership upon payment of its indebtedness.

Section 7. Any member club that fails to conform to the Constitution and Bylaws of Circle K International or that fails to conform to the policies for clubs established by the International Board of Trustees, may have its charter and membership suspended or revoked, or may otherwise be disciplined by action of the Board of Trustees, providing that a copy of the charges with a notice of the hearing thereof before the Board of Trustees of Circle K International shall have been sent by mail by the Director of Circle K International to the last reported president and secretary of said club at least thirty (30) days before said hearing shall be held. The hearing shall be held at the time of a regularly scheduled Board of Trustees meeting and the subject club shall be entitled to appear before the Board to present its case.

Section 8. Any member club may resign from this organization provided that all financial and other obligations of such club to this organization and its sponsoring Kiwanis club shall have been fulfilled. If the club is incorporated, the corporation shall have been duly dissolved, and upon resolution of resignation, adopted and approved by a three-fourths (3/4) vote of the active membership of such club, the resolution shall be certified by the club’s secretary and sent to the Director of Circle K International. Such resignation shall become effective when accepted by the Board of Trustees, and by such action of the club surrenders all rights to use the name, emblem, and other insignia of this organization. The Board of Trustees may, upon written application of such club, reinstate the club membership in Circle K International.

Section 9. Any Circle K club whose membership in Circle K International has been terminated in any manner shall forfeit all interest in any funds or other property and all right to the use of the name, emblem or insignia of this organization.

Article VI: MEMBERSHIP AND CLASSIFICATION

Section 1. Membership of this club shall be of two classes: active and honorary.

- a. Any student of good character, who is officially enrolled for at least part-time status, as defined by the institution in which a club exists, may be elected to active membership in said club. Membership shall become inactive when the above academic requirements are not met during the academic year. An academic year shall be defined by the institution.
- b. (Note: Additional requirements for membership, not inconsistent with the Constitution and Bylaws of Circle K International, may be adopted by a majority vote of the membership of this club.)
- c. Any person, who holds membership (other than honorary) in any other Circle K club, or other Kiwanis-family organizations, shall not be eligible for active membership in this club.
- d. Any person not otherwise eligible for active membership who has made a significant contribution to a club, campus, or community may be elected an honorary member of this club for a period of one (1) year.
- e. Honorary members shall pay no dues and shall be entitled to all privileges of members in the club with the exception of voting and holding office.

Section 2. An active member of this club shall meet all minimum membership requirements as outlined in these bylaws and shall be entitled to all privileges of this club. The **Executive Board of Officers** of this club shall review periodically the compliance of each member to the club's minimum membership requirements.

Section 3. Each Circle K club shall adopt criteria which will serve as minimum membership requirements for all members and prospective members of CKI. Criteria shall be adopted by majority vote of the club board of directors.

The criteria for students seeking membership shall include:

- a. Payment of all club, district, and International dues;
- b. Circle K education seminar requirements;
- c. Attendance requirements for Circle K-sponsored service, personal leadership development, and fellowship activities;
- d. Fulfillment of any other requirements as set forth by the club, provided that these requirements do not violate the provisions of the Constitution and Bylaws of CKI. *

The criteria for a student to retain active membership shall include:

- a. Payment of all club, district, and International dues by November 30 (members in US clubs) or February 1 (members in non-US clubs).
- b. Circle K education seminar requirements;
- c. Attendance requirements for Circle K-sponsored service, personal leadership development, and fellowship activities;

Cameron McDaniel 9/18/11 2:45 PM

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- d. Fulfillment of any other requirements as set forth by the club, provided that these requirements do not violate the provisions of the Constitution and Bylaws of CKI. *

The above stated criteria shall be met within a specific time period as set forth by the club, not to exceed one administrative year.

The district and Circle K International shall have the right to request changes in club criteria in the event it does not comply with this section.

*(Note: If your club has additional minimum membership requirements, specify them on a separate sheet of paper entitled Article VI, Section 3, Additional Minimum Membership Requirements. Use additional lowercase letters to designate the added criteria.)

Section 4. In no instance shall this club place a "maximum" limit on its membership or have any special requirements for membership which may lead to discrimination based on race, sex, religion, or disability.

Section 5. The selection (election) and discipline of active and honorary members in this club shall be by majority vote of the membership of this club, functioning under the rules of the institution and counsel of the sponsoring Kiwanis club.

Article VII: SUSPENSION AND TERMINATION OF MEMBERSHIP

Section 1. Any active member who is in arrears in the payment of dues and/or financial obligations and has not discussed said financial obligations with the Board of Officers of this club shall, at the direction of a majority vote of the Board of Officers, be suspended and so notified in writing by the secretary. Any suspended member, upon payment of arrears and/or upon making application to the Board of Officers, may be reinstated by majority vote of the Board of Officers within thirty (30) days of aforesaid written notice. In the event the member is not reinstated within thirty (30) days of aforesaid written notice, the member may be removed from active membership as prescribed in Article VII, Section 2.

Section 2. Any suspended member may be removed from active membership for the club by a two-thirds (2/3) vote of the entire active membership of the club upon the recommendation of a majority of the Board of Officers. The Board of Officers shall make such recommendation only after they have held a hearing to determine whether just cause for dismissal exists, and have afforded the suspended member in question the opportunity to be heard. In the event any suspended member should be removed from active membership, he/she shall be so notified in writing by the secretary. Thereafter, the member may become an active member of the club only as provided in Article VI, Section 1, of these Bylaws.

Section 3. The Board of Officers shall periodically assess the personal involvement and meeting attendance of each active member. Any active member who, without excuse, fails to meet the standards of attendance and participation set forth by the Board of Officers

shall, using procedures as prescribed in Article VII, Section 2, of these Bylaws, be removed from active membership of this club.

Section 4. Any member charged with conduct unbecoming of a Circle K member which may impugn or reflect unfavorably on the good name of Circle K International or Kiwanis International can be removed from active membership using procedures as prescribed in Article VII, Section 2 of these Bylaws.

Section 5.

- a. Any member of this club may resign his/her membership provided that all indebtedness to this club, to the Michigan district, and to Circle K International has been paid in full. Such resignations shall be accepted in writing by the secretary and shall become effective when accepted by the Board of Officers.
- b. Membership in this club shall automatically cease thirty (30) days after a member fails to meet enrollment or minimum membership requirements. In the event of a member's graduation, membership will cease on September 30 of the same Circle K administrative year. Elected or appointed candidates for district or International office must agree to be registered students for at least 75% of the administrative year of which they will serve.

Section 6. Any person whose membership in this club has been terminated in any manner shall forfeit all interest in any funds or other property belonging to the club and the right to use the Circle K name, emblem, or other insignia.

Article VIII: OFFICERS

Section 1. The officers of this club shall be a president, a vice-president, a secretary, a treasurer, a bulletin editor, and a historian. Additional officers may be elected to the board when requested by the club and approved by the Michigan Circle K District Board of Officers. These officers shall constitute the Board of Officers for this club. All officers shall be active members in good standing with this club.

Section 2. Elections of officers shall be held at a regularly scheduled meeting at least two (2) weeks prior to the district convention, unless district convention falls before March 1, at which point elections must be held on or before March 15. All officers shall assume their official duties on April 1 following their election. If the annual district convention is held later than March 31 in any given year, all officers shall assume their official duties on April 15. They shall serve for one (1) year or until their successors are duly elected and installed. The outgoing president and secretary of this club shall promptly certify to the secretary (or secretary/treasurer) of the Michigan Circle K District and to the International Director the names, addresses, and telephone numbers of the newly elected officers.

The procedures for the election of officers shall be as follows:

- a. The election process will follow Robert's Rules of Order.
- b. The secretary of this club shall keep detailed records of each nomination and election process.

- c. Nominations will be accepted no earlier than two (2) weeks prior to elections and will be taken at both regularly scheduled club meetings during the two (2) weeks prior to elections.
- d. All nominees must be members in good standing and must be nominated by someone other than themselves.
- e. Each nominee may only accept nominations for two (2) different offices prior to Election Day.
- f. In order to hold elections, two-thirds (2/3) of the active membership of this club must be in attendance.
- g. In order to be elected, the nominee must receive a two-thirds (2/3) vote of those members in attendance.
- h. In the event that the nominee does not receive the two-thirds (2/3) vote, he/she is eligible for nomination for any position not yet voted on.

The procedure for the installation of officers shall be as follows:

- a. Officers will be installed at the next regularly scheduled club meeting following elections.
- b. Newly elected officers will not assume their duties until such time as prescribed in Article VIII, Section 2 of these Bylaws.

In the event a vacancy occurs on the Board of Officers, the President will appoint a member in good standing to the vacated office. Said member must be approved by two-thirds (2/3) of the remaining members of the Board of Officers.

Section 3.

The duties of the officers shall be as follows:

- a. The president shall be the executive officer of this club and shall preside over all meetings of the club and the Board of Officers. The president shall appoint committee members, with the Board of Officers' approval, and be an ex-officio member of all standing and special committees. The president shall present the views of the club to the district in relation to the club. As the official representative of the club, the president shall promote the growth of Circle K on the campus and within the community. The president shall cooperate fully with his/her sponsoring Kiwanis club and promote Kiwanis-family relations. He/she shall act as one of the delegates of the club to the district convention, and it shall be this person's responsibility to have this club represented at both the district and International convention by two voting delegates. The outgoing president, in conjunction with the Kiwanis and faculty advisors, shall make provisions for the training of the new Board of Officers prior to their installation. He/she shall assume all other duties set forth in the officer agreements set by the Board of Officers. The president shall perform such other duties as usually pertain to the office of president.
- b. The vice-president, in the absence of the president, shall preside at all meetings of this club and of the Board of Officers, shall be directly responsible to the president for all committee activities, and shall chair the Steering Committee, which shall be composed of all committee chairpersons. He/she shall assume all other duties set forth in the officer agreements set by the Board of Officers. The vice-president shall also perform such other duties as usually pertain to the office, or as may be assigned by the president or the Board of Officers.

- c. The secretary shall record accurate minutes of the meetings; shall maintain the club's permanent records; shall update all addresses; shall be the official club correspondent; shall communicate with International, both representatives and the office; shall assume all other duties set forth in the officer agreements set by the Board of Officers; and shall perform such other duties as pertain to this office or as may be assigned by the club president.
- d. The treasurer shall collect and disburse dues; shall prepare and adhere to an approved budget; shall maintain accurate records; shall transact business through a bank or school account; shall keep the Board of Officers informed of financial strengths and weaknesses of the club; shall have the books audited; shall communicate with district officers; shall file appropriate forms with the IRS if necessary; shall inform the sponsoring Kiwanis club of this club's financial status; shall order club supplies; shall assume all other duties set forth in the officer agreements set by the Board of Officers; and shall perform such other duties as pertain to this office or as may be assigned by the club president.
- e. The bulletin editor shall develop a monthly bulletin or newsletter; shall assume all other duties set forth in the officer agreements set by the Board of Officers; and shall perform such duties as pertain to this office or as may be assigned by the club president.

Section 4.

An officer may be removed for just cause from office by a vote of two-thirds (2/3) of the entire active membership of this club upon the recommendation of a majority of the Board of Officers. The club shall consider the dismissal of an officer only after the Board of Officers has held a hearing to determine whether or not just cause for dismissal exist and have afforded the officer in question the opportunity to be heard. In the event any officer should be removed from office, the officer shall be so notified in writing by the secretary.

Section 5.

In the event of a vacancy in the office of president, the vice-president shall succeed to the office. If two or more vice-presidents hold office in this club, one of them shall be elected to fill the vacancy by a majority vote of the entire active membership of this club at the next regularly scheduled meeting.

Section 6.

No elected club officer may hold a district office or an international office in addition to their club office.

Article IX BOARD OF OFFICERS

Section 1.

The Board of Officers of this club shall consist of the elected officers, the faculty advisor, and the Kiwanis advisor. The faculty advisor and the Kiwanis advisor shall be non-voting, ex-officio members of the Board of Officers.

Section 2.

The faculty advisor shall be a member of the administrative or academic staff of Adrian College. The faculty advisor shall be selected in consultation with the appropriate school officials and approved by a majority vote of the entire active membership of this club

Cameron McDaniel 9/18/11 2:47 PM
Deleted: <#>The historian shall ensure that all club activities are documented and that pictures are taken; shall work with other club members to put together a scrap book to presented at District Convention; shall keep accurate records of this club's history; shall assume all other duties set forth in the officer agreements set by the Board of Officers; and shall perform such other duties as pertain to this office or as may be assigned by the club president. -

present and voting at a meeting designated by the Board of Officers for this purpose. The faculty advisor shall serve as a liaison between the club and the school administration and help to gain approval for club activities with the proper authorities when necessary. The faculty advisor shall participate as much as possible in club activities.

Section 3. The well being and strength of the Circle K club shall be the responsibility of the sponsoring Kiwanis club. The Kiwanis club shall provide a Kiwanis Circle K Committee to advise and counsel the Circle K club while it is being formed and throughout its existence. The chairperson of the Kiwanis Circle K Committee shall serve as Circle K advisor and shall be responsible to the Kiwanis club for all Circle K activities. The Kiwanis advisor shall participate as much as possible in club activities and encourage other Kiwanians to do the same.

Section 4. The duties of the Board of Officers shall be to manage the business and to determine the policies of this club; to determine the nature and content of service activities in conjunction with the input received from the active club membership; to plan and pursue membership recruitment and development; to maintain an operating budget and oversee disbursement of funds; to counsel all committees; to discipline members; and to perform such other duties as deemed necessary by the club, not inconsistent with the Constitution and Bylaws of Circle K International.

Section 5. The Board of Officers of this club shall meet at least twice per month during the school year, and at least once during the summer term, at a time and place that it shall determine, and at such other times as the president or a majority of its voting members deem necessary.

Article X: COMMITTEES

Section 1. The president shall appoint, with the approval of the Board of Officers, standing committees for the purpose of assisting in the development of club programs. Such committees for this club include the following:

- a. Kiwanis-Family Relations: This committee shall work with other committees in preparing inter-club activities with CKI and Kiwanis Family Relations with Kiwanis, Key Club, Builders Club, K-Kids, and Aktion Club and shall see that the membership of this Circle K club and its sponsoring Kiwanis club are cognizant of all areas of each organization thereof.
- b. Service: This committee shall plan projects and activities promoting and supporting the International Service Initiative Program as well as the major emphasis programs of the Michigan Circle K District during their administrative.
- c. Fellowship: This committee shall plan activities, which will promote fellowship and strengthen friendships within the club and throughout the entire Kiwanis Family.
- d. Leadership: This committee shall plan activities which will educate the club in terms of leadership both in the club and on campus.
- e. Campus/Public Relations: This committee shall be responsible for informing the campus and local community of the club's activities and goals through the use of articles, photographs, local and campus newspapers, radio, television, and through

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Moved down [1]: This committee shall also plan activities, which will promote fellowship and strengthen friendships within the club and throughout the entire Kiwanis Family.

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Moved (insertion) [1]

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meetings with the administration of Adrian College. This committee shall also secure the use of this college's facilities and/or equipment.

f. Historian: This committee shall ensure that all club activities are documented and pictures are taken of all events. This committee shall also be responsible for creating a scrapbook to present at district convention.

In addition to the aforementioned committees, additional event-specific committees may be created when the need arises. The committee development will be overseen by the Vice-President until a chair is elected by the Executive Board of Officers.

(Note: Clubs are not limited to the committees specified above. If your club has a committee structure different from the one outlined in these Bylaws, specify the club's committee structure on a separate sheet of paper entitled, Article X, Section 1, Committees.)

Section 2. The president shall be empowered to appoint assistants, individuals, or special committees to help with the administrative operation of this club. All appointments shall be approved by the Board of Officers in consultation with the faculty advisor and/or the Kiwanis advisor. The president shall clearly define the responsibilities of these appointments, and their terms shall expire at the end of the administrative year, or at such time during the year when the president determines that their responsibilities have been fulfilled.

Article XI: REVENUE

Section 1. Each active member shall pay to this club an annual dues of \$5.* The amount of these dues shall be determined by a two-thirds (2/3) vote of the active members of this club present and voting at any regularly scheduled meeting.

*(Note: In the space provided specify only the actual price of club dues; do not include the total price of dues for the club, district, International. If the club does not charge dues place a \$0 in the space provided.)

Section 2. This club shall pay to the Michigan Circle K District for every active member an annual dues of \$10, due on October 1 of each year and considered past due on the same day International dues are past due or on the days specified in the District Bylaws. In no case shall the district dues exceed the current Circle K International dues rate per annum per active member.

Section 3. Revenue may be derived from other sources in such a manner as may be determined by the Board of Officers. The Adrian College Circle K Club shall never sponsor or participate in any manner in a lottery, raffle, drawing, or game of chance for the purpose of raising funds, or shall employ a lottery, raffle, drawing, or game of chance in connection with any fund-raising activity, unless this club has received the prior approval of the Circle K District Board of Officers and the sponsoring Kiwanis District Board of Trustees. Such approval so granted does not constitute official endorsement of such activities by Circle K International or Kiwanis International. Any lottery, raffle, drawing, or game of chance so approved must not contravene any laws, mores, customs, or traditions of the

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country, state or province in which the Circle K club exists. The club shall not directly or indirectly engage in any activity, which may impugn or reflect unfavorably on the good name of Circle K or Kiwanis.

Article XII: INCORPORATIONS

Section 1. If permitted by state, provincial, or national law, this club may incorporate as a nonprofit corporation subject to the approval of the Circle K International Board of Trustees, but only by the name designated on its Charter of Organization, such as the "Circle K Club of Adrian College." This club shall agree, as a condition precedent to incorporation, that it will, as an incorporated body, abide by these Bylaws of the Michigan Circle K District, and the Constitution and Bylaws of Circle K International then in force, or thereafter, from time to time, amended.

Article XIII: PARLIAMENTARY PROCEDURE

Section 1. The current edition of "Robert's Rules of Order Newly Revised" shall be the parliamentary authority for all matters of procedure not specifically outlined in these Bylaws, or in the Bylaws of the Michigan Circle K District, or in the Constitution and Bylaws of Circle K International.

Article XIV: AMENDMENTS

Section 1. These Bylaws should be reviewed annually to maintain consistency with the Standard Form for Club Bylaws, Michigan Circle K District Bylaws and the Constitution and Bylaws of Circle K International. Amendment procedure requires a two-thirds (2/3) vote at any regular meeting of this club, providing that written notice of any proposed amendments shall be distributed to the active membership at least two (2) weeks prior to the meeting at which the proposals are to be considered. All such amendments must be consistent with the Bylaws of the Michigan Circle K District and the Constitution and Bylaws of Circle K International, and shall become effective only upon their approval by the Michigan District of Circle K Board of District Officers and the Circle K International Board of Trustees.

APPROVED: _____
(Signature of Circle K International Director)

DATE: _____

Circle K of Northwood University Club Bylaws

Last updated: August 24, 2011

ARTICLE I: Name

Section 1: The name of this organization shall be "Circle K of Northwood University."

ARTICLE II: Organization

Section 1: Its form of organization, its ideals, and its purpose shall be similar to those of the Kiwanis Club of Midland.

Section 2: It shall be sponsored by, but not a part of, the Kiwanis Club of Midland. The Kiwanis club assumes all chartering costs.

ARTICLE III: Objects

Section 1: The objects of the club shall be:

- a. To emphasize the advantages of the democratic way of life;
- b. To provide the opportunity for leadership training in service;
- c. To serve on the campus and in the community;
- d. To cooperate with the administrative officers of the educational institution of which this club is a part;
- e. To encourage participation in group activities;
- f. To promote good fellowship and high scholarship;
- g. To develop aggressive citizenship and the spirit of service for improvement of all human relationships;
- h. To afford useful training in the social graces and personality development; and encourage and promote the following ideals:
- i. To give primacy to the human and spiritual rather than to the material values of life;
- j. To encourage the daily living of the Golden Rule in all human relationships;
- k. To promote the adoption and the application of high social, business, and professional standards;
- l. To develop, by precept and example, a more intelligent, aggressive, and serviceable citizenship;
- m. To provide through Circle K clubs a practical means to form enduring friendships, to render altruistic service, and to build better communities, and
- n. To cooperate in creating and maintaining that sounds public opinion and high idealism which makes possible the increase in righteousness, justice, patriotism, and goodwill.

Adam 8/16/11 2:52 PM

Comment [1]: Changed format

Adam 8/16/11 2:52 PM

Comment [2]: Added this

Adam 8/16/11 5:50 PM

Comment [3]: Centered all article headings

Adam 10/8/11 12:47 PM

Comment [4]: Added the "a" through "n" formatting

Section 2: The Vision of this club shall be:
Circle K is the organization that holds the promise of today's college student becoming tomorrow's leader. It exists to meet the personal needs of the individual collegian through the qualities of leadership, the rewards of service, and the unique spirit of friendship. Circle K's potential lies in its ability to positively influence those in our society who are facing ultimate personal decisions and those who will one day create the vision of mankind for generations to come. Circle K is the embodiment of those qualities necessary to shape the future, realized in the colleges and universities of today.
The Vision of Circle K International is dedicated to the realization of mankind's potential.

ARTICLE IV: Motto

Section 1: The motto of the Circle K shall be "Live to Serve, Love to Serve" as is the motto of Circle K International.

ARTICLE V: Membership

Section 1: Membership of this club shall be in accordance with the following:

- a. Any student of good character who is officially enrolled for at least part-time status, as defined by Northwood University, may be granted membership in said club. Membership shall cease to exist when the above academic requirements are not met during the academic year. An academic year shall be defined by Northwood University.
- b. Any person, who holds membership (other than honorary) in any other Circle K Club, or other Kiwanis-family organization, shall not be eligible for active membership in this club.
- c. Additional requirements for membership, not inconsistent with the Constitution and Bylaws of Circle K International, may be adopted by a majority vote of the membership of this club.

- Adam 10/21/11 9:54 AM
Comment [5]: Changed from "the institution in which a club exists."
- Adam 10/8/11 12:51 PM
Comment [6]: Changed from "elected to active"
- Adam 10/8/11 12:52 PM
Comment [7]: Changed from "become inactive"
- Adam 10/8/11 12:53 PM
Comment [8]: Changed from "the institution."

ARTICLE VI: Officers

Section 1: The officers of this club shall be a president, a vice-president, a secretary, a treasurer, and a bulletin editor. These officers shall constitute the Board of Officers for this club. All officers shall be active members in good standing with this club. They shall serve for (1) year or until their successors are elected and qualify.

- Adam 8/16/11 2:48 PM
Comment [9]: Moved from "b" to "c"
- Adam 10/8/11 1:01 PM
Comment [10]: Changed from "one or more vice-presidents"
- Adam 10/8/11 1:01 PM
Comment [11]: Changed from "either a secretary/treasurer or a secretary and a treasurer"
- Adam 10/8/11 1:03 PM
Comment [12]: Added

Section 2: The duties of the officers shall be such as are usually performed by similar office holders, and as outlined by the Circle K International document "Duties of Club Officers."

Section 3: The Board of Officers of this club shall consist of the elected officers, the faculty advisor, and the Kiwanis advisor. The faculty advisor, the Kiwanis advisor shall be nonvoting, ex-officio members of the Board of Officers.

Section 4: The Board of Officers shall approve the budget, approve all bills, take counsel with committees, discipline members, review and report to Kiwanis the performance of the club officers, and perform such other duties as shall be referred to it by the club, in compliance with these Bylaws and the requirements of Circle K International.

Section 5: Any general member may recommend the removal of a club officer to the Board of Directors. The Board of Directors shall hold a meeting at which the officer in question shall be heard. If approved, the recommendation shall be presented to the club and voted on by 2/3 vote of the quorum. In the event any officer should be re-moved from office, the officer shall be notified in writing by the secretary.

Section 6: In the event of a vacancy in the office of the president the vice president will assume all duties and responsibilities of the president. In the event of a vacancy of any other office the executive board will create an application and any member in good standing can apply for the open position. The executive board will review all applications and select the officer with a simple majority vote.

Section 7: The Board of Officers shall meet at least twice per month during the school year, and at least once during the summer term, at a time and place that it shall determine, and at such other times as the president or a majority of its voting members deem necessary.

ARTICLE VII: Election of Officers

Section 1: Election of officers shall be held at a regularly scheduled meeting at least two (2) weeks prior to the district convention. All officers shall assume their official duties on April 1 following their election. If the annual district convention is held later than March 31 in any given year, all officers shall assume their official duties on April 15. They shall serve for one (1) year or until their successors are duly elected and installed.

Section 2: All officers who are members in good standing shall be eligible for re-election.

Section 3: Nominations will take place one week prior to the election date. Any member can place a nomination, including a nomination for him or herself. If the nominated member accepts their nomination they will officially be up for election and will be placed on the voting ballot.

Section 4: Election of officers will take place with a written ballot. A nominee will be voted into office when a majority of the quorum present is obtained. In the case that there are three or more nominees and none earn a simple majority, the top two vote getters will be voted upon again and all other candidates will be removed from the ballot. In the event of a tie between two candidates, each candidate will be given one minute to

Adam 8/16/11 3:12 PM

Comment [13]: Added

Adam 8/16/11 3:04 PM

Comment [14]: Changed to "7"

Adam 10/8/11 1:07 PM

Comment [15]: Deleted "and directors"

Adam 8/16/11 3:22 PM

Comment [16]: Added

address the membership. Following these speeches a second vote with take place. If another tie is reached the President will cast the tie breaking vote.

Adam 8/16/11 3:28 PM

Comment [17]: Added

ARTICLE VIII: Meetings

Section 1: During the school year the club shall hold one weekly meeting on such day and at such place as shall be determined by the club officers. It may hold such other meetings as the officers or the membership may desire. In the event that unusual conditions prevent a weekly meeting, a club may hold a minimum of two meetings per month, with the officers meeting on all other weeks.

Adam 8/16/11 3:31 PM

Comment [18]: Replaced "each"

Section 2: Quorum at a club meeting shall be considered a majority (50 percent plus one) of the club membership and is required for business to be legally transacted.

Adam 8/16/11 3:33 PM

Comment [19]: Added

ARTICLE IX: Committees

Section 1: All members in good standing shall be eligible to apply for any of the following standing committee chair positions. Once all applications are in the Board of Officers shall select a member to fill each committee chair position:

Adam 10/8/11 1:15 PM

Comment [20]: Changed from "The president shall appoint, with the approval of the Board of Officers, the following standing committees:"

- a. Community Service
- b. Kiwanis Family Relations
- c. Fundraising
- d. Public Relations
- e. Social
- f. Historian
- g. SGA Representative
- h. Large Scale Campus Events

Section 2: The duties of the standing committees shall be as follows:

Adam 10/8/11 1:15 PM

Comment [21]: Changed from Membership Development and Education, Kiwanis Family Relations, Service Initiative, Public Relations and Social Committee

- a. The Community Service committee shall be responsible for bringing volunteer opportunities to the group on a weekly basis as well as planning original projects and events in coordination with the Large Scale Campus Events committee. These projects should place a special emphasis on the Circle K International Service Partners.
- b. The Kiwanis Family Relations committee shall plan and coordinate interclub activities with other Circle K's in the Michigan District as well as Kiwanis Family events will all levels of the Kiwanis family (Kiwanis, Aktion, Key Club, Builders, and K Kids).
- c. The Fundraising committee shall be responsible for raising funds for the club that will go toward service events, socials, districts events or wherever the club officers and membership see fit. This committee may also work with the community service committee to raise funds for an outside organization.

- d. The Public Relations committee shall be responsible for informing the campus and local community of Circle K of Northwood's activities and goals through the use of articles, photographs, local and campus newspapers, radio and television, and through meeting with the administration of Northwood University . This committee will also be responsible for planning informationals for member recruitment.
- e. The Social committee shall plan activities that will promote fellowship and strengthen friendships within the club and throughout the entire Kiwanis Family. This committee should plan a minimum of one social every month.
- f. The Historian committee shall be responsible for photographing all Circle K events on and off campus. This committee will create the end of the year scrapbook that will be submitted for judging at District Convention.
- g. In accordance with Northwood University guidelines, each registered student organization must appoint a SGA (Student Government Association) representative to represent their club at SGA meetings. This representative shall be responsible for attending all SGA meetings to represent the club, as well as reporting to the club on the activities of other clubs on campus.
- h. The Large Scale Campus Events committee shall be responsible for planning large scale service and fundraising (for outside organizations) events on campus that will promote Circle K and benefit Circle K's service partners as well as other worthy organizations. This committee should work with the Service committee to accomplish this goal.

Section 3: The vice president shall be responsible for overseeing each committee chair.

Section 4: The president reserves the right to form any ad hoc committee deemed necessary for club function.

Adam 10/8/11 1:16 PM

Comment [22]: Each committee description was updated and/or created to match the duties that this committee is currently managing

ARTICLE X: Annual Dues

Section 1: Total amount dues shall be \$40.00 per member, which is the sum of \$10.00 for district dues, \$25.00 for International dues, and \$5.00 for individual club dues.

ARTICLE XI: Amendments

Section 1: Amendments to these bylaws shall be adopted by two-thirds (2/3) vote of the members present at any regular meeting held one week or more after the regular meeting at which the proposed amendment or amendments were read, or after giving written notice thereof to each member one week prior to the action on such amendment or amendments.

Section 2: These bylaws and all amendments or additions thereto shall not become effective until approved by the Circle K District Board of Officers, and the Circle K International Board of Trustees.

Adam 10/8/11 1:22 PM

Comment [23]: Added

These Bylaws were adopted and approved on November 6, 2007.

Club president's signature

_____ **Date** _____

Club president's name printed

Kiwanis Club Advisor's signature

_____ **Date** _____

Kiwanis Club Advisor's name printed

APPROVED BY:

CKI Director,

_____ **Date** _____

Please return two signed copies to CKI.

